

LIBRARY ASSISTANT III

NATURE OF WORK

This is advanced paraprofessional library work requiring in-depth experience in library practices and procedures and advanced operational skills.

Work involves responsibility for the day to day operation of a specialized service within the library and the application of experience and knowledge in the area to which the position is assigned. Employees have considerable independence of action in the disposition of routine work matters, and in handling complaints, giving information and other public contact work. Work decisions are made in accordance with established policies and procedures. Supervision is received from a professional or an administrative supervisor with work being reviewed through conferences, occasional reports, and appraisal of the quality of services provided. Supervision may be exercised over paraprofessional and/or unclassified library personnel.

EXAMPLES OF WORK PERFORMED

Manages day to day operations of specialized service or function; supervises and trains staff in providing a specialized library service such as bindery, interlibrary loan, periodicals or acquisitions.

Evaluates and interprets customers' questions; determines scope and nature of such questions and decides on appropriate library resources for response; consults with supervisor or professional staff on complex or unusual questions.

Prepares storytime kits and sessions to stimulate children's interest in books and reading; participates in the planning and implementation of annual systemwide children's summer reading program/theme.

Provides children's or adults' readers advisory services in the library or through extension services; acts as resource person in adult or children's literature.

Manages media funds on automated acquisitions system.

Uses and instructs customers or staff in use of library reference tools such as public access catalog, indexes, almanacs, atlases, directories, bibliographies, encyclopedias, etc.

Prepares Nebraska Heritage materials using conservation methods for archival materials.

Applies policies of interlibrary loan codes to requests being processed.

Monitors materials sent for binding and mending to eliminate outdated or heavily damaged items.

Evaluates gift materials for possible use in library collection; assists in preparation for annual booksale; performs "weeding" of library materials in selected projects according to specific guidelines.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of library services.

Considerable knowledge of bibliographic search procedures in on-line catalog.

Knowledge of standard library reference sources.

Knowledge of general nonfiction or fiction categories for children or adults.

Ability to apply a limited level of professional knowledge in managing a specialized library service or function.

Ability to establish and maintain effective working relationships with coworkers and to deal with the general public in a tactful and courteous manner.

Ability to plan, organize, supervise, assign and evaluate the work of supervised employees.

Ability to assist customers in the use and understanding of library resources and services.

Ability to identify and interpret elements in bibliographic records.

Ability to organize work and follow through on assignments with attention to detail.

Ability to communicate effectively both orally and in writing, in person and on the telephone.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in the liberal arts with additional course work or formal training in library science, and considerable experience in providing specialized library or technical service plus supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in the liberal arts and experience in providing specialized library or technical service; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

4/75

Revised: 9/91

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